



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

Chapter 7

State Planning

Chapter 7	State Planning – Public Comment	7.1
	State Plan – Outline	7.2



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT:	State Planning – Public Comment	Chapter:	7
		Section:	7.1
REFERENCES:	7 CFR 247.5(a)(8)	Page:	1 of 1
		Revised:	8-2-04

PURPOSE: To describe how local agencies, participants and other interested parties are involved in the development of the State Plan for the next fiscal year.

POLICY: Local agencies, participants and other interested parties may provide input and ideas for subsequent state plans on an on-going basis and during the annual period for public comment.

PROCEDURES:

- A. Local agencies are provided a copy of the approved State Plan annually and are encouraged to provide input and ideas on an on-going basis for incorporation into subsequent State Plans.
- B. Local agencies shall involve participants in the review of the State Plan and assure participant input is included in comments provided to the State regarding the State Plan.
- C. The State Plan shall be posted for a period of at least 30 days annually for public comment in September or October each year to solicit input and ideas for subsequent state plans from local agencies, participants, community groups, local health agencies, and other interested parties.



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SUBJECT:	State Plan – Outline	Chapter:	7
		Section:	7.2
REFERENCES:	7 CFR 247.5(a)	Page:	1 of 2
		Revised:	8-2-04

PURPOSE: To outline the required components of the State Plan for the next fiscal year.

POLICY: The State Plan will be written in accordance with guidelines provided by the USDA regional office and the federal regulation.

PROCEDURES:

- A. The State Plan will include the names and addresses of each local agency that have an agreement with the state and each certification, food distribution and storage site under the jurisdiction of the local agency.
- B. The specific income criteria used in certifying persons (Sections 2.1 and 2.5) and the period of time covered by certifications (Section 2.8).
- C. A description of any plans for requesting program expansion or major redistribution of caseloads within the state during the fiscal year.
- D. A description of any plans for conducting outreach to ensure that all women, infants, and children, and elderly persons are aware of program benefits (Section 3.2)
- E. The plan for nutrition education including an evaluation component and procedures for participant input (Sections 4.1 and 4.2).
- F. A description of the manner in which foods are distributed to each local agency and to participants by the local agency (Section 5.4).
- G. A description of the manner in which the State agency plans to monitor each local agency (Section 6.1).
- H. A description of plans to involve local agencies, participants and other interested parties in the development of the State Plan for the next fiscal year (Section 7.1).
- I. A description of the financial management system (Section 8.1).
- J. A plan for the detection of dual participation within the jurisdiction of the State agency (Section 2.9).
- K. Procedures developed in accordance with 250.6(u) and provided to local agencies for reporting, processing and resolving complaints about supplemental foods (Section 9.1).



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- L. A description of the audit procedures (Section 10.1).
- M. A description of the procedures used to comply with the non-discrimination requirements and civil rights regulations (Section 11.1).
- N. A description of the fair hearing procedures for participants (Section 12.1).
- O. A description of plans for providing program benefits to elderly persons including:
 - a. An identification of the elderly population to be served, including documentation of the extent of need in the proposed service area.
 - b. A description of the means by which the State agency will meet the needs of the homebound elderly (Section 3.3).